



# Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

## Job Profile

<b>Post:</b>	Risk and Compliance Manager
<b>Grade:</b>	Middle Management
<b>Hours of Work:</b>	Average of 35hrs per week. It is expected that hours of work will be determined by the nature of the post and the requirements of the Bank and could include some weekend/after-hours work.
<b>Location:</b>	Bank of St Helena Office premises or other sub-offices/branches as these are developed.
<b>Job Purpose:</b>	To assess the appropriateness of the Bank's compliance procedures and guidelines, promptly follow up any identified deficiencies and where necessary, formulate proposals for amendments. The Risk and Compliance Function will also assess the compliance risk associated with the Bank's business activities; monitor and test compliance processes and procedures by performing sufficient and representative testing.
<b>Supervision:</b>	None.
<b>Report to:</b>	Managing Director

### Job Outline:

- Have a working knowledge of banking and the Laws and Ordinances that governs it along with knowledge of anti-money laundering and fraud detection.
- Responsible for the developing and overseeing control systems to prevent or deal with violation of legal guidelines and internal policies.
- Evaluate the efficiency of controls and improve them continuously.
- Review procedures, reports etc, periodically to identify hidden risks or non-compliance issues.
- Draft, modify, review and implement policies and procedures as and when necessary or appropriate.
- Assess new products and services to identify possible non-compliance risks.
- Review work within each Section when necessary to identify risk and compliance issues and provide advice and training where necessary.
- Keep abreast of regulatory developments in and outside of the Bank as well as evolving best practices in compliance and risk controls.
- Prepare reports for senior management and external regulatory bodies as appropriate.
- To carry out random cash spot checks on Tellers and assist with End of the Month and End of year cash counts as and when required.
- To assist with the training of new employees and other banking staff on processes and procedures particularly when there are changes in laws and policies.
- Offer advice on assessment of risks and undertake risk assessments as and when necessary.

**Head Office: Market Street · Jamestown · St Helena Island · STHL 1ZZ**

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Established and regulated in St Helena under the Financial Services Ordinance, 2008 and 2017, the Financial Services Regulations, 2017, the Company Ordinance, 2004 and the Company Regulations, 2004



- Manage relationships with Third Parties and Contractors to ensure compliance with the Bank's policies and procedures.
- Initiate investigations when possible non-compliance takes place within the Bank.
- Provide support and assistance to the Internal and External Auditors as necessary.

## **Person Specification** *(skills, attitudes, qualifications and experience)*

### **Key competencies:**

- Have a good standard of written and verbal communication;
- Have excellent analytical skills;
- Detail-oriented with the ability to multi-task and meet deadlines with minimal supervision;
- Have good computer proficiency in Microsoft Word and Excel;
- Have experience in dealing with audits;
- Have the ability to work on own initiative in responding to crisis and working under pressure in a timely manner;
- Have excellent interpersonal skills and the ability to work well with a wide range of people;
- Be highly organized and methodical;
- Be proactive and able to take the initiative and remain calm under pressure;
- Be well presented with a professional manner;
- Ability to maintain high levels of confidentiality, including data protection;
- Ability to work effectively in a fast-paced team environment;
- Demonstrate decision making and problem-solving skills;
- To have excellent knowledge of reporting procedures and record keeping.
- Risk Management awareness.

### **Qualifications & Experience**

- GCSE's in Mathematics and English at Grade C or above;
- Ideally be a Certified Accounting Technician (CAT), or FIA or equivalent or working towards FIA status;
- A minimum of three years' experience in a middle management role and or relevant experience in banking/finance; Auditing and risk Management;
- Good financial/accounting skills.

### **Special Conditions**

- Meeting deadlines, which might mean working outside normal working hours;
- Dealing with irate/awkward customers;
- Have an approachable attitude to all customers internally and externally.